

## RESERVING RAIL TRAVEL

### Traveler Information

In this section,

- Select yourself from the **Use Profile** drop-down list

### Rail Information

In this section,

- Select the type of trip: **Round Trip, One Way, or Multi-Leg**
- Enter the **Departure Station** code (or click **Search** to enter the city & state for a list of available rail station codes)
- Enter the **Arrival Station** code (or click **Search** to enter the city & state for a list of available rail station codes)
- Select **Leave Date**
- Select *Departs* or *Arrives*
- Select **Time** (of departure or arrival)
- Select **Return Date**
- Select *Departs* or *Arrives*
- Select **Time** (of departure or arrival)
- Click **Next**

### Selecting Fares

- Click the **Fare Option** link for your fare choice

### Making Reservation

- On the *Reserve Itinerary* page, if a rental car and hotel are **not** required, click the **Reserve** button at the bottom of the page. Otherwise, continue with the appropriate section in this brochure
- On the *Itinerary* page, click the **Purchase** button
- Select **Use payment information currently on file**
- Click **Purchase**
- Click the **Return to Desktop** link at the top of the page to go back to the FedTraveler.com *Traveler Desktop* page
- Click **Go**

## ACTIVATING YOUR ACCOUNT

### Accessing Your Account

- Go to [www.fedtraveler.com](http://www.fedtraveler.com)
- Click **Start Your Journey**
- Enter your **Member ID** and **PIN**
- Click **Login**
- Click **OK** on *Privacy Act Notice*
- Enter your email address and click **Submit**
- Click **OK** on confirmation pop-up
- Click **Continue** on the *Confirmation* page
- Retrieve new PIN from email and use it to login again (repeat above steps through *Privacy Act Notice*)
- Click **Next** on *Welcome* page

### New User Setup

New users must complete this process on initial login only. Thereafter, the system opens to the *Traveler Desktop* page. Required fields are noted by asterisk (\*):

- Enter required *Personal Information* data
- Click **Next**
- Click **Next** on *Financial Information* page (No required data)
- Enter required *Employment Information* data
- Click **Next**
- Click **Next** on *Government Card* page (No required data)

On *Save Profile* page,

- Enter **Old PIN** (the PIN used to login)
- Enter **New PIN** (8 to 20 characters; alpha and numeric only; must have upper- & lower-case letters AND at least one number)
- Re-enter to **Confirm New PIN**
- Click **Click here to save profile** button

The system will automatically take you to the FedTraveler.com *Traveler Desktop* page.



## Online Booking Quick Reference Guide

To use the Online Booking Engine, first activate your FedTraveler.com account. See [ACTIVATING YOUR ACCOUNT](#) for details.

## CREATING NEW RESERVATIONS

### Authorization and Payment Data

On the *Traveler Desktop* page:

- Select **New Document** radio button
- Click **Go**
- Enter **Authorization No.**
- Select **Payment Method** from the drop-down list
- If payment type is *Gov't Transportation System*,
  - Enter an **Accounting Code**, and
  - Select a **Purpose Code** from the drop-down list
- Select **Reservation** radio button
- Click **Go**

### Making Reservations

- To make flight reservations, follow the steps listed in [RESERVING FLIGHTS](#)
- To make car reservations, follow the steps listed in [RESERVING RENTAL CARS](#)
- To make hotel reservations, follow the steps in [RESERVING HOTELS](#)
- To make train reservations, follow the steps in [RESERVING RAIL TRAVEL](#)
- To speak to a travel agent, call 866-876-8020.

## RESERVING FLIGHTS

### Traveler Information

In this section,

- Select your name from the **Use Profile** drop-down list

### Flight Information

In this section,

- Select the type of trip: **Round Trip, One Way, or Multi-Leg**
- Select **Leave Date/Time**
- Enter the **From City** (departure city)
- Enter the **To City** (destination city)
- Select **Return Date/Time**
- Click **Next**

### Selecting Flights

- Click **Select** to choose a flight for your first leg
- Click **Select** to choose a flight for your next leg (and any subsequent legs on a Multi-Leg trip)
- Click **Next** on the confirmation page

### Selecting Fares

- Click the **Fare Option** link for your fare choice (usually, *Normal*)

### Making Reservation

- On the *Reserve Itinerary* page, if a rental car and hotel are **not** required, click the **Reserve** button at the bottom of the page. Otherwise, continue with the appropriate section in this brochure
- On the *Itinerary* page, click the **Purchase** button
- Select **Use payment information currently on file**
- Click **Purchase**
- Click the **Return to Desktop** link at the top of the page to go back to the FedTraveler.com *Traveler Desktop* page
- Click **Go**

## RESERVING RENTAL CARS

If you have already created an Itinerary, follow the steps in [MODIFYING YOUR ITINERARY](#) to select it then continue with the steps below. Otherwise, proceed with the steps below.

From the *Reserve Itinerary* (or *Itinerary*) page:

- Click the **Reserve a Car** icon
- Enter your **Pick-up** and **Drop-off** dates & times
- Click **Continue**
- Click on your choice of **Car Company**
- Click on your choice of **Car Type**

If no other reservations are required, follow the steps below. Otherwise, continue with the appropriate section of this brochure.

- **EITHER** -- Back on the *Reserve Itinerary* page, click the **Reserve** button at the bottom of the page
- **OR** -- Back on the *Itinerary* page, continue to the next step
- On the *Itinerary* page, click the **Purchase** button
- Select **Use payment information currently on file**
- Click **Purchase**
- Click the **Return to Desktop** link at the top of the page to go back to the FedTraveler.com *Traveler Desktop* page
- Click **Go**

### MODIFYING YOUR ITINERARY

If you have already created an Itinerary, follow the steps below to access it.

From the *Traveler Desktop* page,

- Click **Itineraries**
- Select the radio button for the itinerary you need to modify
- Click **Select**
- Continue with the appropriate section of this brochure

## RESERVING HOTELS

If you have already created an Itinerary, follow the steps in [MODIFYING YOUR ITINERARY](#) to select it then continue with the steps below. Otherwise, proceed with the steps below.

From the *Reserve Itinerary* (or *Itinerary*) page:

- Click the **Reserve a Hotel** icon
- Select a **Room Type**
- Select a **Preferred Hotel Chain** or use the default entry: *ALL*
- Specify a search distance
- Specify whether to search from a specific **Address** or from an **Airport**
  - Enter the appropriate information for your selection
- Click **Continue**
- Click the **Click Here to View Rooms and Rates** link for your hotel choice
- Select your room choice radio button
- Click **Continue**
- Click **Continue** again

If no other reservations are required, follow the steps below. Otherwise, continue with the appropriate section of this brochure.

- **EITHER** -- Back on the *Reserve Itinerary* page, click the **Reserve** button at the bottom of the page
- **OR** -- Back on the *Itinerary* page, continue to the next step
- On the *Itinerary* page, click the **Purchase** button
- Select **Use payment information currently on file**
- Click **Purchase**
- Click the **Return to Desktop** link at the top of the page to go back to the FedTraveler.com *Traveler Desktop* page
- Click **Go**